

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

JOB NUMBER:

FLSA: Non-Exempt

Title: Gardener

PAYPLAN/SERIES/LEVER: NA-5003-04

Major Duties:

Performs seasonal gardening tasks involved with preparing planting areas, laying sod, watering, planting, transplanting, pruning and trimming plants, shrubs and trees. Maintains flowers and seeded areas to ensure attractive appearance. Applies fertilizers and chemicals. Reports atypical plants to supervisor.

Skill and Knowledge: Skill in applying fertilizers evenly and placing seeds and plants at proper depths. Skill in operating hand and power tools and equipment (seeders, spreaders, edgers, hedge trimmers, pruning shears, and sprayers). Ability to recognize obvious plant diseases, plant insects, and unusual or poor plant growth. Knowledge of fungicides, insecticides, and herbicides and the ability to read and follow directions in order to properly spray or dust with chemicals.

Responsibility: Specific instructions are provided for each project to be done. Care is exercised in handling seedlings and toxic materials. The supervisor provides advice on new procedures and checks work to ensure that instructions have been followed.

Physical Effort: Frequent standing, walking, bending, stooping, and the pushing of carts and wheelbarrows. Climbing is required to prune or trim vegetation. Lifts and carries heavy objects such as bags of fertilizer, grass seed, etc. weighing up to 50 pounds.

Working Conditions: Work is done outside, possibly in rain or in uncomfortably hot and humid conditions. Exposed to cuts and bruises from falls or from carrying materials and supplies. Exposed to dirt, dust, mud, and sometimes to chemical sprays and dust. Required to wear protective clothing such as gloves and safety glasses.

EVALUATION STATEMENT:

Determination of Title and Series: This position requires the incumbent to perform non-supervisory work requiring knowledge of gardening procedures and skill in growing and tending lawns, flowers, shrubs, and trees. The work includes preparing soil for plants, seeding, thinning, transplanting, trimming, and pruning, fertilizing, aerating, mulching, spraying, and dusting of grass, ground cover, flowers, shrubs, and trees. The appropriate standard for these duties is Gardener, NA-5003.

Determination of Grade: The position was evaluated at the grade four level because of the level of supervisory instruction provided and the degree in which the incumbent has in exercising independent judgement. Skill and knowledge and responsibility are a match to that described at the WG-04 level of the referenced standard.